

Frequently Asked Questions

RESIDENCY REQUIREMENT

Why must I be a resident of Colorado to apply for State jobs?

The Colorado Constitution, Article XII, Section 13 requires that applicants for state classified government jobs be residents of Colorado, unless this requirement is waived by the State Personnel Board. If the residency requirement has been waived for an announced vacancy it will be noted on the job announcement and applications will be considered from individuals who are not residents of Colorado.

TYPES OF POSITIONS AND HOW TO APPLY

How do I find out about jobs with the State of Colorado?

Job vacancies are announced on the **CO- Jobs** web site at [\[redacted\]](#). Announcements are divided into three categories: Open Competitive Opportunities for State Residents, Promotional Opportunities, and Transfer Opportunities. More information on each type of category is provided below along with a brief explanation of the Classified Staff Personnel System.

Open Competitive Opportunities for State Residents

These positions are announced as “Open-Competitive” – which simply means that the announcements are open to all Colorado residents, including current state employees.

Promotional Opportunities

These positions are announced as promotional opportunities for current state employees (classified staff). Some promotional announcements are listed within a specific department only, while some may be listed statewide. If you are interested in promotional opportunities within the state system, there are two important things to consider:

- You must be a **current, qualified** state classified employee to be eligible to apply for promotional opportunities.
- You must meet the minimum qualifications as announced.

Transfer Opportunities

These positions are announced as transfer opportunities for current state employees (classified staff). State managers have the option of considering current qualified employees who wish to transfer to a different position any time they have a vacant position. Managers are not required to hire transfer candidates and may consider transfer candidates as well as other applicants.

For employees interested in transferring to another division or department, look for job vacancies listed on the Transfer Opportunities area of the CO-Jobs website. Agencies that are willing to consider transfers may use the Transfer

Opportunities website or may indicate in an Open Competitive announcement that transfer applications will be considered. Transfer applicants may be required to compete in a testing process for the vacancy.

If you are interested in promotional opportunities within the state system, there are three important things to consider:

- You must be a **current, qualified** state classified employee to be eligible to apply for promotional opportunities.
- You must meet the minimum qualifications as announced.
- A transfer is an appointment to a position in the same class or with the same pay range maximum.

Employment with Classified State Personnel System

The Classified State Personnel System is a merit system, which means that all appointments and promotions to jobs in the system require applicants to apply and compete against similar standards. Colorado State Government is an Equal Opportunity Employer and does not discriminate for or against any applicant based on age, race, color, religion, sex, national origin, political affiliation, or disability. All employment opportunities are open to qualified persons who are at least 16 years old (unless other age limits are required). The Colorado Constitution also requires that candidates for state classified jobs be residents of Colorado, unless the State Personnel Board waives this requirement. If the residency requirement has been waived for a position it will be noted in the job announcement.

Minimum Job Requirements

General class minimum job requirements or "MQs", have been established for all job classes in the state. These MQs vary from one job class to another, as appropriate for the type of work and level of the class. When a vacancy is announced the job announcement will have the specific requirements necessary for the vacancy. The general minimum job requirements are subject to change at any time. [Click here to access the MQs index.](#)

How do I apply for a job with the State of Colorado?

Identify those that you may be qualified for and interested in by clicking on the job title for more information on each position and to view the complete announcement. Job vacancies are announced on the **CO- Jobs** web site at [www.co-jobs.com](#). Applications are accepted **only** during the time period listed on the announcement. Review the job announcements and identify those that you may be qualified for and interested in. To apply for a specific job, click on the "Apply Now" button at the bottom of an announcement. Follow the instructions to create an account, if you do not already have an account in www.governmentjobs.com. Please remember: when applying for a state job, you must carefully follow the instructions. Submitting an incomplete application or not providing all the required materials may result in not being considered for the job. When applying for a state job carefully follow the instructions on the announcement.

Listed below is some general information about applications and State/Federal policies:

- Submitting an application to the wrong location may result in not being considered for the job.
- It is the responsibility of the applicant to maintain a current email address AND mailing address.
- Colorado state law requires that the top three scoring individuals should be referred for a job interview. Any of the persons interviewed may be hired.
- Colorado complies with the **Americans with Disabilities Act** to provide accommodations for persons with disabilities.
- If you are appointed to a permanent position, you will serve a probationary or trial service period, not to exceed one year. This is the final part of the selection process and performance on the job is reviewed carefully. Upon satisfactory completion of this probationary or trial period, you will receive "certified" status.
- **Veteran's Preference** points are added to final passing scores only on open-competitive examinations for eligible veterans and un-remarried spouses of qualified veterans. The job application contains information on how to qualify for and receive veteran's preference points.
- The **Immigration Reform and Control Act** requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.

SELECTION PROCESS

What happens after I apply for a job?

Application Review: All applications submitted in response to the job announcement are reviewed to identify the applicants who meet the minimum requirements for the job. Applicants who do not meet the minimum requirements are notified by mail. Applicants who meet the minimum qualifications will continue in to the examination process.

Examination Process: The state personnel system as defined by the Colorado Constitution required that all jobs within the classified system are filled through competitive tests for merit and fitness. The number and types of examinations will depend on the position being filled as well as the number of qualified applicants.

Testing Information: You may be considered for vacancies only if you have completed the appropriate test(s). You may retake a written multiple-choice test after one year from the date you were last tested. Performance tests (typing, equipment operation, etc.)

may be retaken at the discretion of the agency administering the test. All other tests may be retaken after a six-month period. If you retake a test only the most recent scores are retained on file.

Referral: The top three candidates will be identified via the examination process and then referred to the supervisor of the vacant position for interview.

Interview: The supervisor of the vacant position will interview the candidates and make the final hiring decision and job offer. You may be asked to provide a copy of your job application or additional information at the time of the interview. Depending on type of work performed on the job, a job offer may be contingent on the results of a drug test, physical examination and/or criminal background check.

ACCOMODATIONS FOR A DISABILITY

I have been scheduled for an exam and I need an accommodation due to a disability. What should I do?

Exam accommodations are handled by the agency administering the exam. Your accommodation request should be directed to the Human Resources office of the agency administering the exam. If the HR contact is not identified on the announcement or examination notice, a list of ADA Coordinators for state agencies is maintained at the following website: <http://www.dora.state.co.us/stateada>

VETERANS PREFERENCE

Does the State of Colorado give preference to veterans when hiring?

Veteran's preference is authorized by the Colorado Constitution (Article XII, Section 15(1)(a)). Veterans who served on active duty for a specific time period that is authorized for preference by U.S. Congress are eligible for preference points. Veterans who served on active duty during these authorized time periods had to actually receive the specific campaign badge or service medal for the period in question to receive preference points.

Veteran's preference points are added to final passing scores on open-competitive examinations only for eligible veterans and unremarried spouses of qualified veterans. The job application contains information on how to qualify for and receive veteran's preference points.

Can a person who was an employee of the state in the past who applied for a current open competitive position now use his/her veterans' points if he/she did not use them when originally hired?

No. Article XII, Section 15(6) of the Colorado Constitution states: . no person shall be entitled to the addition of veterans' points for more than one appointment or employment

with the same jurisdiction, personnel system, civil service, or merit system.

State employees who earned veterans' preference points prior to hire are deemed to have used their preference points at the time of initial hire whether they actually did or not. A current or past employee may only be granted veterans' points if he/she earned the points after original hire. For example: An employee was hired in 1989 by an agency in the State and was not eligible for veteran's points. In 1992, the employee participated as a military member in Desert Shield/Desert Storm and earned the Southwest Asia service medal. This employee would be eligible to use the newly earned veterans' points only on the next open-competitive examination in which he/she participates.